

Office Clerk

Our Kalamazoo location is looking to fulfill a full time business office support position, Monday through Friday, 8:00a-4:00p. Primary duties include book-keeping support (accounts payable, accounts receivable and payroll), reception, and other general clerical duties as assigned. Attention to detail required. Experience working with numbers, proficiency in Microsoft Office, and general technical competency required. Minimum high school diploma or equivalent required. Experience preferred. References required. EOE www.themontessorischool.org

Please send resumes to jobs@themontessorischool.org